

Procurement Supervisor

Basic Function of Position:

Jobholder is a warranted contracting specialist responsible for the execution and oversight of a broad range of contracting, procurement and acquisition functions that include simplified acquisitions, supplier analysis and selection, negotiation, contracting, and supply chain management at a large Embassy. These services will be provided to the Department of State, U.S. Government agency subscribers to the International Cooperative Administrative Support Services (ICASS) in country, and other designated U.S. federal agencies. Jobholder will be directly supervised by the Supervisory General Services Officer (SGSO). Jobholder directly supervises eight (8) staff.

Major Duties and Responsibilities:

General Procurement and Contract Management (55%)

Jobholder is appointed in writing by the Procurement Executive pursuant to DOSAR 601.603 as the U.S. Government's authorized agent for soliciting offers, negotiating, awarding, modifying, and terminating contracts as required by post and authorized in the official warrant document. In this capacity, serves as the knowledgeable source for defining the method of acquisition and the type of contract to be used; prepares contracts, establishing the contract terms, conditions and provisions for pricing, paying and financing; appoints individuals to serve as a Contracting Officer Representative (COR) or to participate on a technical evaluation panel or other advisory role; develops a Funding Opportunity Announcement; and reviews bidding applications, supplemental awards, and requests for extensions. Jobholder personally reviews and signs all acquisitions documents that are covered under the contracting warrant. Once contracts are in place, jobholder will directly or indirectly oversee performance of contractors, ensure technical reviews are carried out, and take actions based on issues that require amelioration.

Administrative Management Requirements (15%)

Jobholder utilizes the Integrated Logistics Management System (ILMS) to prepare, execute and monitor contracts. Activities also include reporting data pertaining to the award of contracts, purchase orders, task orders and delivery orders (and certain types of modifications to any of these contracts or orders). This provides modern and standardized functionality for an end-to-end supply chain for worldwide requisitioning, procurement and contracting, warehouse management, transportation, property management, customer support and process management. Jobholder coordinates with other members of the Procurement Section to ensure that all acquisitions, negotiations, contracts and contract modifications are appropriately and fully documented in ARIBA. Jobholder plays an active role in the end-of-year procurement process. Jobholder works with the General Service Officer to coordinate and plan the expenditure of State Program and ICASS budgets available for the purchase of goods and services. Works with customer agencies and offices to prioritize procurement requests.

Purchase Card Program (10%)

Jobholder is responsible for maintaining internal controls on the purchase card program and managing purchase cards for acquisitions and official travel. In accordance with the Federal Acquisition Regulation (FAR) 13.301, the purchase charge card is authorized for use in making and/or paying for purchases of supplies, services, or construction. In this capacity, promotes

greater use of the purchase card for simplified acquisitions up to the micro-purchase limit of \$3000 and for certain purchases from \$3,000 to \$25,000. Jobholder ensures all authorized purchase card holders receive both the required initial training as well as refresher training. Takes first level responsibility for reviewing and monitoring the transactions of all Embassy-based purchase cardholders, including personnel within the Procurement/Acquisitions Unit.

Supervisory Responsibilities (20%)

Exercises full supervisory responsibility for eight (8) procurement staff. Prepares Employee Performance Reports (EPR), Work Development Plan (WDP), Performance Improvement Plan and Performance Discussion Summary (PDS) as appropriate. Ensures leave is scheduled, requested and taken in a timely manner. Promotes professional development and is responsible for developing training plans for budget request submissions.